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# IT Plan – Agency Submitted

**405** INDUSTRIAL COMMISSION

**Version:** 2007-B-01-00405

**Project:** Infrastructure

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Date: 10/12/2006

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## Agency IT Overview

Department of Mineral Resources which includes the Geological Survey and the Oil and Gas Division, Industrial Commission Administration Office, and Public Finance

### Authority

Executive Summary - The Industrial Commission of North Dakota consists of three elected officials -- the Governor, who serves as chairman, the Attorney General and the Agriculture Commissioner. The Administration Office coordinates the many responsibilities of the Commission including the establishment of policies and goals for the agencies that report to the Commission. Agencies overseen by the Commission include the Bank of North Dakota which includes the Guaranteed Student Loan Agency, Public Finance Authority, Farm Finance Agency, Housing Finance Agency, Mill and Elevator, Department of Mineral Resources which includes the Geological Survey and Oil and Gas Division, Lignite Research, Development & Marketing Program, Oil and Gas Research Council, Student Loan Trust, Transmission Authority and Building Authority.

Agency Vision - The Industrial Commission envisions a coordinated and efficient utilization of its resources to provide low cost financing for the State and its political subdivisions. The Commission envisions low cost financing being available for citizens who wish to seek a higher level of education. The Commission envisions a North Dakota that in cooperation with the private sector develops its natural resources in an environmentally sound, cost-effective manner, which is beneficial to all North Dakotans and future generations. The Commission envisions a citizenry knowledgeable in the State's natural resources.

Agency Philosophy - Through coordinated, cost effective methods, provide a low cost funding source to meet the State of North Dakota's capital needs and those of its political subdivisions. By utilizing the most cost-effective methods available, provide funding for all North Dakota students who wish to seek a higher level of education. In partnership with the private sector, preserve and enhance the production and marketing of the State's lignite resources. In partnership with the private sector, enhance the State's ability to transmit power generated from lignite and wind resources. Through coordinated, cost effective methods, provide the State with reliable and impartial information needed to describe, understand and apply geologic knowledge of North Dakota now and in the future for the economic benefit and enjoyment of the State's citizens. Through coordinated, cost effective methods, provide for the regulation of drilling, development and production of oil and gas and other mineral resources in an environmentally sound manner that is most beneficial to the producer, royalty owner and all the citizens of North Dakota.

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The newly established Department of Mineral Resources consists of two divisions-- Geological Survey and Oil and Gas.

The Geological Survey is funded by an appropriation from the General Fund. Studies conducted and provided to industry generate significant revenue for the State of North Dakota, but actual dollar figures are difficult or impossible to determine. This is because the revenues resulting from oil-industry leasing, drilling, and production that are based on the results of Survey studies cannot be easily calculated. This is also true for the other minerals the Geological Survey regulates and studies.

The Oil and Gas Division is funded by an appropriation primarily from the General Fund. The Division is responsible for geological and engineering expertise required by the Industrial Commission for decision-making responsibilities and enforcement of statutes, rules, regulations, and orders pertaining to the drilling for and production of oil and gas, and the disposal of oil field brines and other fluid wastes by injection into the subsurface.

The Public Finance Authority (formerly known as the Municipal Bond Bank), which is under the operation, control and management of the Industrial Commission of North Dakota, is a self-supporting state agency. The costs and expenses for operating the Public Finance Authority are financed with earnings on program assets and fees paid by participating political subdivisions.

The Administration Office's local area network consists of a server/workstation, workstation, two printers and a scanner. The Public Finance Authority (PFA) has a network consisting of a server, three workstations and two printers. Each employee can access word processing and spreadsheet applications, e-mail and the internet from their workstation. Technology allows the PFA to track all loan and bond activity, invoice loan payments and prepare financial statements and other management reports on a timely basis.

The North Dakota Geological Survey maintains two IT systems on a Local Area Network (LAN). Our first IT system consists of PCs within the office combined into an administrative system. The administrative system is used for desktop publishing, computer-assisted drafting, regulatory duties, and a variety of other functions. The second system

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also supports the Geographic Information System (GIS) which is in the Windows 2000 /NT® operating environment. The Survey is consolidating its web sites (Paleontological) and designing a publications database to allow better access by the public.

The Oil and Gas Division continues to incorporate innovative ideas and state of the art technology to stay abreast with the growing demands placed upon it by industry, the public, and other state agencies. Currently the State Auditor (audit federal royalties), State Tax Department (audit production taxes), Health Department (air and water quality modeling), OMB, and Land Department (audit royalties) have access to and usage of all production data in the Oil and Gas Division computer database. Therefore, efficient and accurate data input and upgrading of current programs are important to the Oil and Gas Division, as well as other agencies of the State. The Division's technology plan continues to address the need to replace outdated equipment. The Division is continuing to develop a Geographic Information System using ESRI environmental Arc View GIS software, which will require further development and maintenance. The Division presently has GPS equipment that will need hardware and software upgrades. The Division also continues to develop our risk based database management system (RBDMS) which was started in 2001. The Division staff works closely with the Ground Water Protection Council (GWPC) and will further develop and maintain this system. To maximize use of laptops in the hands of each of our field inspectors in the three field offices (Dickinson, Williston, and Minot), the Division is designing the RBDMS database to reach a paperless inspection process. Each of the field inspectors is capable of entering inspection information directly into RBDMS in the field while accessing all information associated with each well to better serve each inspection. Upon returning to the field offices, the field inspector will update the main database in Bismarck with new data at the same time as receiving any updates entered in the system since the last time they attached to the network. There will be a continued need to replace and upgrade this hardware and software (laptops and RBDMS servers). Other programs in place that will continue to need equipment and software updates are, document scanning with storage and retrieval capabilities on CD ROM, Log Analysis & Digitizing programs and a log printer to make copies of well logs from digital data.

All the agencies included in this budget have websites to further facilitate communication with customers, agencies, political subdivisions, external consultants and the general public. In the future, the agencies will maintain current technology and constantly be looking to make innovative changes to enhance that technology.

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The Public Finance Authority's mission is to develop rural and urban North Dakota by providing political subdivisions and other qualifying organizations access to flexible and competitive financing options for their local qualifying projects.

The Geological Survey's mission is three-fold: 1) to investigate and report the geology of North Dakota, emphasizing applied research leading to economic or quality-of-life improvements; 2) to provide public service by collecting, describing, and disseminating geologic and map-related information; and 3) to regulate coal and subsurface mineral exploration, geothermal energy, fossil resources, and oil-well core and sample data.

The Oil and Gas Division's mission is to encourage and promote the development, production, and utilization of oil and gas in the state in such a manner as will prevent waste, maximize economic recovery, and fully protect the correlative rights of all owners to the end that the landowners, royalty owners, producers, and general public realize the greatest possible good from these vital natural resources. The Industrial Commission will have modern, integrated IT tools that are well supported, easily and publicly accessible, accurate, and consistent.

### **Agency IT Plan Contact Data**

James Martel 701-328-8019

Karen Gutenkunst 701-328-8011

### **Agency Technology Goals And Objectives**

Utilize information tools that are standardized and well supported. Implement changes and adopt appropriate technologies to improve efficiency and public access. Continue to use the World Wide Web to disseminate information for public use. Continue to use electronic mail and Internet connectivity as the primary communication vehicle between consumers, the media and other state agencies requesting data concerning oil production and other geological questions. Continue to maintain and upgrade existing servers, desktops, laptops, digital cameras, projectors, printers, GPS hardware, and associated software as needed.

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1. If applicable, describe the reason for any extraordinary increase or decrease in your infrastructure costs.

2. Total number of desktop computers: 55  
Number of desktops for which you are requesting replacement funding: 21  
Average replacement cost/desktop: 2,653

3. Total number of laptop computers: 20  
Number of laptops for which you are requesting replacement funding: 20  
Average replacement cost/laptop: 2,035

What state planning region are these desktop/laptop computers located?

Region 1 1 2 1 3 0 4 1 5 0 6 0 7 1 8 1

4. What percentage of these pcs are running the following operating systems:

(total should be equal to 100%)

Windows 98 0 %  
Windows NT 0 %  
Windows 2000 5 %  
Windows XP 95 %  
Other 0 %

5. What additional expenditures are being paid out of non-appropriated funds? 17,000

Please explain:

Computers and Laptops to support RBDMS

## Agency Technology Activities

The North Dakota Industrial Commission's information technology mission is to provide the most effective and efficient use of information technology for its employee's and the citizens of North Dakota. This includes mobile technology for inspections; web-based programs for permits, licensing and registration; electronic payroll forms; data processing; telecommunications; equipment procurement; IT contracts; software; database administration; and network administration. During the 07-09 biennium, the Department of Mineral Resources will be requesting continuing funding of contingency employees from the 05-07 biennium and requesting additional appropriation for two additional FTE. To support the additional personnel our agency will need to increase our IT budget to purchase new equipment, software, telephone and network access.

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		CURRENT APPROPRIATION	BUDGET REQUEST	OPTIONAL ADJUSTMENTS	REQUEST PLUS OPTIONALS	SUBSEQUENT BIENNIUM
IT5310	IT SOFTWARE AND SUPPLIES	\$31,600	\$31,000	\$500	\$31,500	\$34,650
IT5510	IT EQUIPMENT UNDER \$5000	\$102,700	\$107,700	\$6,820	\$114,520	\$114,600
IT6010	IT DATA PROCESSING	\$121,928	\$121,570	\$15,572	\$137,142	\$150,800
IT6020	IT COMMUNICATIONS	\$87,300	\$85,645	\$22,928	\$108,573	\$119,350
IT6030	IT CONTRACT SERVICES & REPAIRS	\$38,650	\$32,950	\$2,000	\$34,950	\$38,475
IT6930	IT EQUIPMENT OVER \$5000	\$22,795	\$8,000	\$18,500	\$26,500	\$0
Total Budget:		\$404,973	\$386,865	\$66,320	\$453,185	\$457,875
001	STATE GENERAL FUND	\$367,223	\$333,781	\$66,320	\$400,101	\$414,150
305	INDUSTRIAL COMMISSION FUND 305	\$11,550	\$18,584	\$0	\$18,584	\$14,515
900	MUNICIPAL BOND BANK	\$26,200	\$34,500	\$0	\$34,500	\$29,210
Total Funding:		\$404,973	\$386,865	\$66,320	\$453,185	\$457,875